

California's 18th Congressional District – Internship Program

Thank you for expressing interest in the programs Congresswoman Eshoo offers for students. The Congresswoman is dedicated to enhancing the knowledge of students in how representation and government work by having them participate in the work of her office on behalf of the people of California's 18th Congressional District.

Congresswoman Eshoo offers internships in her Washington, D.C. and Palo Alto District Offices to students currently enrolled in college or university. Students who reside in the 18th Congressional District are strongly encouraged to apply. Interns assist congressional staff with administrative duties (e.g., phones, copying, drafting correspondence, etc.) as well as legislative work (e.g., legislative research and analysis, drafting responses to constituent inquiries, and assisting staff in a variety of projects and activities).

Our office is flexible in working with students who are on the quarter system or the semester system. Interns can work full time (9 a.m. to 5 p.m.) or part time, but applicants should plan for a minimum of 10 to 15 hours of availability throughout the work week.

A resume or letter of recommendation can also be included with applications.

The 2022 deadlines for applying for an internship in the Washington D.C. Office and the Palo Alto District Office are as follows:

- Summer Internships: April 1st
- Fall Internships: August 5th
- Spring Internships: November 18th

Summer is a popular time for internships and there is a limit to the number of interns we can accept due to physical space constraints in our offices.

Questions?

Should you have any questions about the Internship Program or the application process, you can contact the Intern Coordinator in the Palo Alto District Office at 650-323-2984 or at 202-225-8104 in the Washington, D.C. office. Our email address is repeshoointernship@mail.house.gov.

Apply

Please submit the completed form and documents to repeshoointernship@mail.house.gov

CA-18 Internship Application

Applicant's Contact Information

Full Name: _____

Street Address: _____ City: _____ State: ____ ZIP: _____

Email: _____ Cell Phone Number: _____

Applicant's Additional Information

Date of Birth (mm/dd/yyyy): ____/____/____

Desired Location(s): ☐ District Office ☐ Washington, D.C. Office

Date available to start: ____/____/____ What hours are you available? ☐ Full Time ☐ Part Time

End date: ____/____/____ Desired Session(s): ☐ Fall ☐ Spring ☐ Summer

Applicant's Academic Information

College/University Name: _____

Street Address: _____ City: _____ State: ____ ZIP: _____

School Phone Number: _____ Graduation Date: ____/____/____

GPA: _____ Major(s): _____

Is your residence in the 18th Congressional District of California? If so, what community is your residence in?

Do you speak any languages other than English?

Are you applying for other internships?

If you are offered an internship in Rep. Eshoo's office, will you commit to accepting the offer?

Please attach responses to the following questions on the same, separate page:

1. *Please share your reasons for seeking an internship with Congresswoman Eshoo. (Limit your response to 100 words or less.)*
2. *What experience/skills do you have that prepare you to intern in Congresswoman Eshoo's office? (Please limit your response to 100 words or less.)*

Please attach the following documents:

- *Cover Letter*
- *Resume/CV*

Please submit the completed form and documents to repeshoointernship@mail.house.gov